

Appendix C: Checklist for Mailing W-2 Magnetic Media

- ☐ Label the magnetic media. Make sure the external label shows W-2, the tax year, the submitter's name and FEIN, and the name and phone number of the person to contact about this magnetic media.
- ☐ Verify there is data on your magnetic media.
- ☐ Make a backup of the magnetic media for your files in case the package sent to DRS is lost or damaged.
- ☐ Copy the blank newly revised Form CT-6559 in *Appendix E* and complete a copy for each magnetic media file, or use a computer generated form with the same information. Form CT-6559 and Form CT-6559A include submitter and employer information. Instructions are on the form. Be sure to sign and date the declaration. Keep copies of Form CT-6559 for your records.
- ☐ Use packaging that will protect the media.
 - Magnetic Cartridge: Use boxes or padded bags.
 - Diskette: Use stiff mailers to prevent bending or cracking. Use one mailer per diskette.
 - CD: Pack in jewel case.
- ☐ Place the following three items inside each package:
 - The labeled CD, magnetic cartridge, or diskette(s);
 - A completed Form CT-6559 and Form CT-6559A (if applicable) or a computer generated facsimile; **and**
 - A completed Form CT-W3 for each employer reported on the magnetic media file.

Do not enclose paper W-2 forms or other notes.

- ☐ Send the magnetic cartridges or diskettes to:

**Department of Revenue Services
State of Connecticut
PO Box 2930
Hartford CT 06104-2930**

If a PO Box cannot be used send to:

**Department of Revenue Services
State of Connecticut
Attn: Processing II, 15th Floor
25 Sigourney Street
Hartford CT 06106-5032**

Appendix D: Chart to Relate Paper W-2 Entries to Magnetic Media Data Fields

W-2 Wage and Tax Statement - Copy 1

W-2 Media	To report state wages, tips, etc., use	To report state income tax, use
Paper W-2	Box 16	Box 17
Magnetic W-2	Code RS record, Location 276-286	Code RS record, Location 287-297